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**From:** Samantha Neal <Samantha.Neal@mail.wvu.edu>  
**Sent:** Tuesday, January 22, 2013 10:52 AM  
**To:** Hanchett, James (DPH)  
**Subject:** WVU Forensic Science Initiative Online Continuing Education Course Penalty Fee Policy

Hello,

Your employee(s), Rebecca Pontes, has signed up to take the following online course(s): Introduction to Forensic Drug Chemistry

Since you were listed as his/her supervisor, we would like to share our **Penalty Fee Policy for NIJ Grant Funded Students** with you. Public Laboratory and Law Enforcement Employees, who sign up for the online classes, are funded by NIJ Award 2009-DI-BX-K012. Although the classes are FREE to eligible students, a \$30 penalty fee will be charged to the **individual** if he/she does not successfully finish the class with an 80% or better on **all** assessments/assignments (specified in course syllabus). This \$30 fee covers cost of registration, processing, and technology.

Extensions:

Students are given the opportunity to request an extension prior to a semester closing as instructors send at least three notices of impending course deadlines. Extensions are granted on a case by case basis. Only one extension will be granted unless there are extenuating circumstances. Students must contact the course instructor to arrange this **PRIOR** to the course deadline.

Agency Responsibility:

If the student defaults on the payment after 90 days, or the person leaves the agency and does not provide forwarding contact information, the **agency will be responsible for the \$30 penalty fee.**

Outstanding Invoices:

Individuals and/or agencies not paying invoiced fees may be prohibited from registering for future FSI continuing education courses until outstanding fees are paid.

If you have any questions, please feel free to contact me.

Thank you,  
Samantha

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